

manual change transmittal

TITLE PROJECT DEVELOPMENT PROCEDURES MANUAL	APPROVED BY  TIMOTHY CRAGGS, Chief	Date Issued: June 21, 2013
		Page 1 of 2
SUBJECT AREA Exceptions to Design Standards Project Risk Management District Delegation	ISSUING UNIT DIVISION OF DESIGN	
SUPERCEDES CHAPTER 8 – Overview of Project Development CHAPTER 9 – Project Initiation CHAPTER 14 – Preparation of Project Plans CHAPTER 17 – Encroachments in Caltrans' Right of Way CHAPTER 21 – Exceptions to Design Standards CHAPTER 29 – Landscape Architecture APPENDIX K – Preparation Guidelines for Project Report Various other chapters, appendices, and templates	DISTRIBUTION ON-LINE	

The official version of the Project Development Procedures Manual (PDPM) is the electronic version found on Caltrans Division of Design Website:
<http://www.dot.ca.gov/hq/oppd/pdpm/pdpmn.htm>.

Changes were needed due to project delivery directive PD-09 Project Risk Management Manual: A Scalable Approach and the June 7, 2013 Division of Design memo Division of Design Policy Updates. The locations of revisions are denoted by a vertical line within the manual. This revision incorporates corrected and updated information with the most significant changes to the following:

CHAPTER 8 – Overview of Project Development

- Includes requirement for project risk management

CHAPTER 9 – Project Initiation

- Removes design standard exception discussion to refer to updated Chapter 21 policy, updates value analysis information to match recent Chapter 19 –Value Analysis update, as well as various other corrections.

CHAPTER 14 – Preparation of Project Plans

- Includes delegation of policy that cross-sections shall be completed by RTL. Delegation is to the District Directors and if the District Director is not a registered civil engineer, written delegation to the district or region manager whose responsibilities include the design function is required.

CHAPTER 17 – Encroachments in Caltrans’ Right of Way

- Includes delegation of policy for approving use of locked gates for utility maintenance access. Delegation is to the District Directors with no further delegation required if the District Director is not a registered civil engineer.

CHAPTER 21 – Exceptions to Design Standards

- Updates guidance to reflect current policy, including limited use of the design standards risk assessment, documentation of a dispute resolution process, and delegation of certain mandatory design standards to the District Directors. If the District Director is not a registered civil engineer, written delegation to the district or region manager whose responsibilities include the design function is required.

CHAPTER 29 – Landscape Architecture

- Includes delegation of policy for approving placement of community identification. Delegation is to the District Directors with no further delegation required if the District Director is not a registered civil engineer.

APPENDIX K – Preparation Guidelines for Project Report

- Updates guidance on exceptions to design standards. Guidance on risk management was added in a previous update.

Project Development Report Templates

- Report templates found on the PDPM website have been updated to include a section for discussion of risks as well as updates to other sections.

PDPM subscribers are encouraged to use the most recent manual version available on-line at the above website. Should a subscriber choose to maintain a paper copy of the manual, the subscriber is responsible for keeping their paper copy up to date and current. If you received this manual change transmittal by some method other than the subscription service for project development procedure updates and would like to become a subscriber, please visit:

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